



# Position Description

## Open Productive Gardens of Melbourne

### Event Volunteer

#### 1.1 THE PROGRAM

3000acres, Open Gardens Victoria and the Lord Mayor's Charitable Fund have partnered to run a series of events titled Open Productive Gardens of Melbourne. Our aim is to inspire people to grow food no matter where they live, and so we are opening up as many backyards and food growing spaces as possible over the next six months to demonstrate what is possible. The gardens featured are diverse: from a renter market gardening on his land, to a townhouse owner who is growing substantial food on multilevel balconies. What links these gardeners is their commitment to growing food and an interest in inspiring others to do the same.

The events run in these spaces include:

- Open gardens where people can tour the space in their own time
- Guided tours led by the gardener
- Workshops hosted by a qualified facilitator

#### 1.2 BEING AN EVENT VOLUNTEER

As an event volunteer, you will work closely with 3000acres and Open Gardens Victoria staff to make sure the events are all a success. Volunteers will be available on some weekends throughout January-March 2019 and be confident speaking to strangers. There will be plenty of support from the lead organisations and opportunities to expand your skills and experience.

Several volunteers are needed at these events to help things run smoothly. Event volunteers will be responsible for coordinating with the gardener to help set up events, welcoming guests to the garden, identifying risks to attendees, and helping solve problems if they arise during the event. The best part is: event volunteers get to stay and take part in the event for free!

#### 1.3 VOLUNTEERING RESPONSIBILITIES

- Greet visitors to the gardens and check their registration
- Liaise with gardeners before the event (ie hanging signs, managing risks like bee hives, moving items in the garden, etc)
- Assist attendees during the event (ie finding seating for guests, pointing out the bathroom, etc)

## 1.4

### SKILLS OF AN EVENT VOLUNTEER

- Confidence communicating with people from all walks of life, including approaching strangers at events.
- Excellent organisational skills and the ability to self-manage when things are busy!
- A can-do attitude and capacity to solve problems independently.
- A passion for health, local food, community building and food growing.
- Commitment to following through on agreements and deadlines.
- High weekend availability (most of our events will take place on Saturdays and Sundays in February and March).

## 1.5

### INTERESTED IN BECOMING AN EVENT VOLUNTEER?

Email [morgan@3000acres.org](mailto:morgan@3000acres.org) to express your interest or ask any questions. Please include your phone number so you can be contacted to discuss the opportunity further.